



MEMORANDUM

TO: City of Arlington Special Event Parking Permit Holders
FROM: James F. Parajon, AICP
DATE: October 13, 2010
RE: Guidelines for Operation of Special Event Parking Lots

With Super Bowl XLV on the horizon, the City of Arlington would like to remind Special Event Parking Permit holders of the guidelines for operation of Special Event Parking Lots. It is required that permit holders abide by these guidelines at all times, including during major events such as the Super Bowl.

1. Only lots holding current, valid City of Arlington Special Event Parking Permits are allowed to park cars for Super Bowl Events. Your lot must have a building that has a current, active business in it with the appropriate Certificate of Occupancy.
2. You may only park cars in the number of spaces specified on your permit. For example, if your lot is permitted for 123 spaces, you may park a maximum of 123 cars.
3. NO parking on grass surfaces of any kind.
4. NO parking on paved areas for which a permit is not held. For example, if you manage a lot with a permit next door to a vacant lot, you may not park cars on the vacant lot. You do not have a permit for the vacant lot, and are not allowed to use it for parking.
5. NO RV parking is allowed. RV and Travel Trailer parking is allowed only at properties designated as Overnight Parking Facilities. Permitted Special Event Parking Lots are not Overnight Parking Facilities.
6. You must have at least 2 attendants present on your lot at all times before, during, and at least one hour after the event.
7. You must have the proper Special Event Parking Lot signage, featuring the green P logo, your phone number, permit number, and parking rate. Please refer to the attached signage information sheet for specifics. Once your lot is full, a sign saying 'Lot Full' must be displayed.
8. You must have adequate, working lighting.
9. Your lot must be cleaned of litter after the event.
10. You must have your approved permit and parking plan ready for inspection by City staff or public safety officers at any time.



**Special Event Parking Permit
Required Signage Information Sheet**

As part of the Special Event Parking Permit Ordinance, permitted Special Event Lots are required to post signage that complies with the following requirements:

1. Signs must be a portable, sandwich board style sign.
2. The sign must be made of a durable material, such as wood, metal, or plastic.
3. The sign must be professionally fabricated and in good repair.
4. The face of the sign (where information is displayed) must be at least 18" X 24", but may not be larger than 24" X 36".
5. There must be one sign per entry to the lot.
6. Signs may not be taller than 4' off the ground.
7. The sign must say the following:

Special Event Parking Lot

Permit # _____

\$_____ (parking fee—font must be at least 6" in height)

Phone Number: _____

8. Signs must include this parking symbol, in these colors (at least 10" in diameter):

